

Welcome to Compass

A guide for parents and families

A vertical purple bar is located on the left side of the slide.

Our school uses **Compass**
as our Parent Portal

What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter approval for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass which will be provided to you by the school. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.



Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by the school.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select profile to access detailed information about your child.

The screenshot shows the Compass home screen. At the top is a dark blue navigation bar with icons for home, calendar, edit, grid, people, and star. On the right of the bar, it says "Mr and Mrs Porter" and has a settings gear icon. Below the bar, the main content area is white. On the left, there's a "Welcome to the Hogwarts School of Witchcraft and Wizardry Portal" section with a message about using links for children and a link to "Tools > Update My Details". Below this is a section for "Harry PORTER" with a profile picture placeholder and several quick links: "Profile (Attendance, Schedule, Reports)", "Send email to Harry's teachers", "Add Parent Approval (Approved Absence/Late)", "View Academic Reports", and "Book Parent Teacher Interviews". Underneath are "3 overdue learning tasks" and "1 learning task due in the next week". Below that is a section for "Joyce THOMPSON" with similar quick links. On the right side of the screen, the "Compass" logo is at the top, followed by a "HOGWARTS" crest. Below the logo is a "My News" section with four items: "Insights Cycle Open" (with a close button), "Course Confirmation/School Payments", "Event Consent/Payment Required", and "Attendance: Parent Approval Required". At the bottom of the news section is "Christmas Party" and "Great Hall Closed".

Main Menu

Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Consent and Payments

1

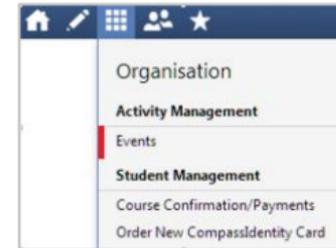
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the organisation menu (screenshot 2).



Screenshot 1

2

From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).



Screenshot 2

3

An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.

Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (student' chronicle).

For more detailed information, including tracking assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, and a user profile for 'Mr and Mrs Porter'. The main header reads 'Student: Harry PORTER, 12G, Year 12'. Below this is a tabbed interface with 'Dashboard' selected. The dashboard is split into two main sections: 'Student: Harry PORTER' on the left and 'Student Chronicle' on the right.

Student: Harry PORTER

Details: Male - 19 years, 4 months (31/07/1996)
Groups: GRYFFINDOR, 12G, Year 12
Student IDs: POT0045
Email: noreply@jdlf.com.au

Buttons: Email, Add

Wednesday, 25 November 2015

8am

9am 9:00: A - SPO01_12G - E15 - KCO

10am

11am

12pm

1pm 1:30: P - POT01_12G - E15 - EBE

Student Chronicle

Chronicle Summary

	2015	Total
Positive Behaviour	1	1

Positive Behaviour -50 0 50

Sickbay Form
Recorded by Severus SNAPE - EBE
Comment: Harry had a headache
Sickbay
Recorded Nov 12 at 03:30pm

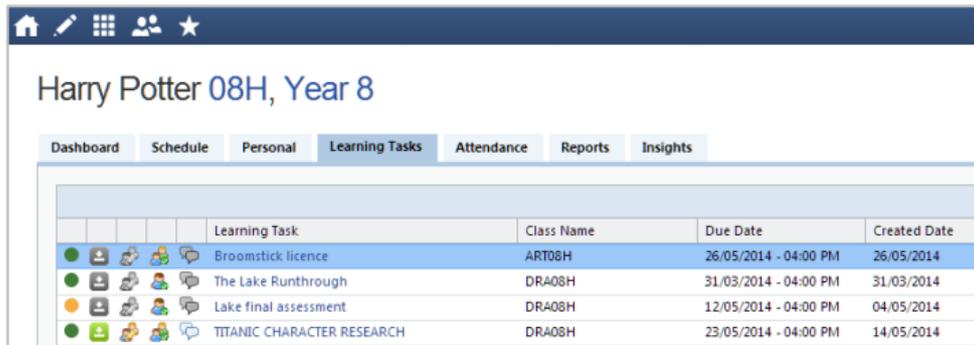
Reward for being on time
Recorded by Albus Dumbledore - JDLF
+1
Attendance
Recorded Nov 6 at 02:13pm

Uniform
Recorded by Albus Dumbledore - JDLF
-1
Comment: Wore runners not black shoes
Uniform
Recorded Nov 6 at 10:38am. Occurred Nov 6 at 10:37am

Learning Tasks

Individual student view

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.



				Learning Task	Class Name	Due Date	Created Date
●	👤	👥	🗨️	Broomstick licence	ART08H	26/05/2014 - 04:00 PM	26/05/2014
●	👤	👥	🗨️	The Lake Runthrough	DRA08H	31/03/2014 - 04:00 PM	31/03/2014
●	👤	👥	🗨️	Lake final assessment	DRA08H	12/05/2014 - 04:00 PM	04/05/2014
●	👤	👥	🗨️	TITANIC CHARACTER RESEARCH	DRA08H	23/05/2014 - 04:00 PM	14/05/2014

Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the *Teaching and Learning* menu item.



Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

Approvals

This sub-tab provides a comprehensive list of approvals for your child. From this tab you can also add absence notices (both past and future).

Unapproved

This sub-tab provide a list of all unexplained absences from class. From this tab you can click to approve specific absences.

Student: Harry Potter, 9KN, Year 9

Dashboard | Schedule | **Attendance** | Reports | Insights

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

Daily Activities & Attendance

Currently Viewing: < 21/07/2014 >

Activity Name	Start	Finish	Pd	Location	Staff	Status
9TFT2AA	21/07 - 08:45 AM	21/07 - 10:00 AM	1	C13	HG	Present
9XCNIKN	21/07 - 10:02 AM	21/07 - 11:17 AM	2	E8	KN	Present
9SSCLKN	21/07 - 11:45 AM	21/07 - 01:00 PM	3	C21	AR	Present
9MMA1KN	21/07 - 01:50 PM	21/07 - 03:05 PM	4	E2	KE	Not Marked.

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class %: All | Act'd %: All | VCE %: All | Schl %: All | Filter | Export

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'td %	VCE %	Schl %
English	9LFR2CC	9KN	34	34	0	0	34	0	0	0	0	100	100	100	100
Drama	9ADR2AA	9KN	20	18	0	0	20	0	2	0	0	80	100	100	100

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading in the grid, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP Schl - Not present in class and approved by school related activity.

NP Parnt - Not present in class and approved by a parent approval.

NP Unap - Not present in class with no approval entered.

Attendance: Entering a Parent Approval

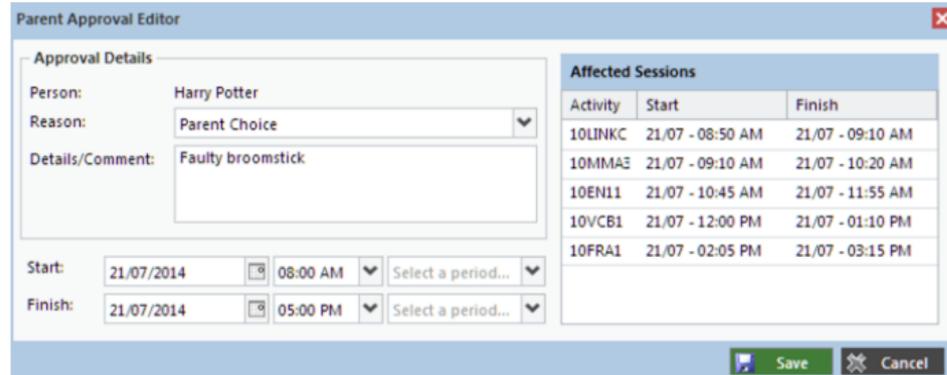
1

From the Compass home screen (or from your student's profile), click the 'Actions for' button for your child and select the 'Add Parent Approval' item.



2

- From the pop-up window,
- Select the reason,
 - Enter a brief description of the absence,
 - Select the start and finish time,
 - Click the 'Save' button



A screenshot of a "Parent Approval Editor" window. The window is divided into two main sections: "Approval Details" and "Affected Sessions".

Approval Details:

- Person: Harry Potter
- Reason: Parent Choice (dropdown menu)
- Details/Comment: Faulty broomstick
- Start: 21/07/2014, 08:00 AM (with a calendar icon and a "Select a period..." dropdown)
- Finish: 21/07/2014, 05:00 PM (with a calendar icon and a "Select a period..." dropdown)

Affected Sessions:

Activity	Start	Finish
10LINKC	21/07 - 08:50 AM	21/07 - 09:10 AM
10MMAE	21/07 - 09:10 AM	21/07 - 10:20 AM
10EN11	21/07 - 10:45 AM	21/07 - 11:55 AM
10VCB1	21/07 - 12:00 PM	21/07 - 01:10 PM
10FRA1	21/07 - 02:05 PM	21/07 - 03:15 PM

At the bottom right of the window are "Save" and "Cancel" buttons.

Note:

Where possible, parent approvals should be entered prior to the absence occurring.

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

Click the 'Actions for' button, beside the student you wish to make bookings for, and click 'Book Parent Teacher Interviews'.

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.

Note: You can view a teachers availability by clicking on the teacher's name at the bottom of the booking page.

- Send email to Harry's teachers
- Add Parent Approval (Approved Absence/Late)
- Book Parent Teacher Interviews

Conference Bookings		
Please select the event to manage your bookings.		
Available events		
Event	Student	Status
Parent/Student Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	Open for booking

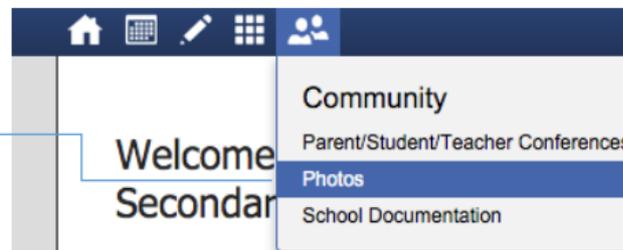
Parent/Student/Teacher Conferences Aug 6: Harry Potter					
Parent/Student/Teacher Conferences Aug 6					
My Bookings					
Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.					
06/08 13:30 PM	Available	06/08 15:50 PM	Available	06/08 18:10 PM	M RENNIE
06/08 13:35 PM	Available	06/08 15:55 PM	Available	06/08 18:15 PM	Available
06/08 13:40 PM	Available	06/08 16:00 PM	Available	06/08 18:20 PM	M QUINN
06/08 13:45 PM	Available	06/08 16:05 PM	Available	06/08 18:25 PM	Available
06/08 13:50 PM	Available	06/08 16:10 PM	Available	06/08 18:30 PM	T FARLEY
06/08 13:55 PM	Available	06/08 16:15 PM	Available	06/08 18:35 PM	Available
06/08 14:00 PM	Available	06/08 16:20 PM	Available	06/08 18:40 PM	M HUDSON
06/08 14:05 PM	Available	06/08 16:25 PM	Available	[No Booking]	
06/08 14:10 PM	Available	06/08 16:30 PM	Available	[No Booking]	

CompassPhotos

Schools using Compass for school photos are able to order photo packs and/or digital copies of photos online.

1. To order photos, select Photos from the Community menu
2. Select your child's individual photo
3. Select desired pack and follow the onscreen prompts
4. To order sibling or event photos, select the images to view the album, and follow the prompts to purchase.

Save \$10 when you order online by not paying the manual processing fee, which applies to cash and manual credit card orders. Digital downloads are available within the portal immediately after purchase. Photos ordered after the peak school photo period will incur a \$10 postage and handling fee and be posted directly to your home address.



Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <http://www.compass.edu.au/corporate/privacy>



Cross Platform Access

Any browser, any time.



Compass is completely web-based and works on all modern browsers. Additionally, we have native apps for iPhone, iPad and Android devices



Compass Parent Introductory Booklet

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